

Special Emphasis Program
Diversity Advisory Committee Meeting
February 14, 2008, Building 383, Room 315
9:30 a.m. – 11:00 a.m.

Action Items are in **bold underscore red**.

Present: Frank Baca, Chair, SEP DAC, Office of the Director
Christine Lopez for Arlene Sambrano, Senior Diversity Champion for HEP, OHCMS
Tena Chavez, Diversity Representative, OST
Jennifer Bitsie for Lillian Retallack, SEP Program Manager, SSO
Tamra Mapalo, Alternate Program Manager, FWP
Edna White, Program Manager, BEP
Juan Williams, Senior Diversity Champion for BEP, OBS
Rich Sena, OTS for Ray Corey, Senior Diversity Champion, GLBTSAP
Pat Cream, Program Manager, GLBTSAP
Deborah Couchman-Griswold, Alternate Program Manager, GLBTSAP
Sergio Herrera, Program Manager, HEP
Mike Zamorski, Senior Diversity Champion for AIP
Levi Bowman, Program Manager, AIP
Sadie Wowianko, Council Member, AIP
Christopher Duran, Program Manager, APAP
Roke Muna, Council Member, APAP,
Michael Perez, Program Manager, CPWD
Elizabeth Donnelly, Program Manager, OWP
Andy Zawadski for Dennis Martinez, Senior Diversity Champion, CPWD
Debbie Parrish, EEO & Diversity Office

Absent:

Alicia Williams, Program Manager, FWP
Pat Higgins, Office of Strategic Planning & Analysis, NA-10
Arlene Sambrano, Senior Diversity Champion, HEP
Ray Corey, Senior Diversity Champion, GLBTSAP
Dennis Martinez, Senior Diversity Champion, CPWD
Debby Miller, Senior Diversity Champion, APAP
Roger Liddle, Senior Diversity Champion, OWP
Don Garcia, Senior Diversity Champion, FWP, OBS
Lillian Retallack, SEP Program Manager, SSO
Tom Gutierrez, Council Member, Office of Strategic Planning & Analysis, NA-10

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Remarks by Yolanda Giron (Frank Baca's last SEP DAC Meeting)

- Yolanda, on behalf of the SEP DAC and the EEO Office, thanked Frank for his support and dedication to the SEP Diversity Advisory Council. Frank will retire on April 3, 2008.

Welcome & Introductions & Overview of Meeting Agenda: Frank Baca, Chair

- Frank announced that by majority vote of the SEP DAC, the name of the Older Workers Program will remain the same.
- As reported in the last SEP DAC meeting, the SEP DAC Co-Chair will be the incoming SSO Business Manager who will be Maggie Wood's replacement.
- The SEP DAC nominated and selected Dennis Martinez incoming Service Center Deputy Director as Frank Baca's replacement for the DAC Chair position.

Christine Lopez for Arlene Sambrano – Human Resources Update

- Christine briefed the committee on the roles and responsibilities of the Office of Human Capital Management's Learning and Career Development Department and the Department's Strategic Plan. A copy of the presentation is attached.
- During FY 08, the Service Center will support the following developmental programs: Leadership Development Institute; Nuclear Executive Leadership Training; Mid-level Leadership Development Program; Management Development Institute; Future Leadership Program, and the Student Career Experience Program. The selection process for all programs will involve a panel with an EEO representative/observer to ensure fairness, management endorsement with final selection and approval by the Talent & Leadership Development Council. Frank Baca proposed that SEP DAC members serve as observers.
- NNSA HQs Chief Learning Officer will incorporate new strategies to support career development. One of the strategies is to create an in house teaching program utilizing the talent and experience of current employees to serve as instructors and the other is to work with elementary, middle and high school administrators and teachers to convey the importance of improving student's math and science skills to prepare them for possible future technical employment with NNSA.
- Phase III of pay banding training will begin the week of February 25, 2008.

SEP DAC Strategic Goals FY 08 (Progress Reports) – Goal Champions

- Goal One – Levi Bowman & Elizabeth Donnelly – (Support management in maintaining a strong, viable, and diverse workforce) – **Performance Status is Green** – SEP members and EEO Staff are participating as EEO observers and assisting with FLP & SCEP recruitment.
- Goal Two – Sergio Herrera & Michael Perez (Preserve and enhance a culture of quality service to NNSA Customers) - **Performance Status is Green** – SEP members are supporting each other by attending program events and collaborating with another. The SEPMS will meet in early spring to exchange

information and integrate efforts. All SEP activities/initiatives are advertised to Service Center Complex and Sandia Site Office communities. Special interest programs are sponsored by the SEPs such as Tax Tips, Retirement and Financial, Long Term Care Planning, Toastmasters, etc. SEP websites are kept current.

A proposal was made to change the success indicator for Action 1. **Sergio and Mike will make the change and provide it to the SEP DAC.**

- Goal Three – Alicia Williams and Edna White (Advance team building within NNSA and local communities to enhance programs and services) - **Performance Status is Green** – Community outreach initiatives have been successfully sponsored and promoted by the SEPs. Draft template of Standard Operating Procedures (SOP) developed by Edna and Alicia and issued to SEPMs. (Attached) **Each SEPM will finalize a SOP and send a final to their council members and the EEO Office.** Statement of Cooperation with Community Organizations finalized and signed by Karen Boardman.
- Goal Four – Chris Duran and Pat Cream (Share best practices, special events, noteworthy accomplishments (individual or organization) and success with all programs and employees. - **Performance Status is Green** - Chris and Pat developed a recording sheet (attached) to track SEP external activities. The recording sheet will be compiled on a quarterly basis. This tracking sheet will be shared with Mary Ann Fresco at the next Corporate Diversity Council Meeting.

SEP Web Pages – Internet/Intranet – Debbie Parrish

- The Service Center is in the process of redesigning the intranet and internet. At present, the SEP web-pages are accessible via intranet and internet. There will be a change where accessibility will be limited to either external or internal access and the team leading the redevelopment is asking if the SEPs want their sites accessible to the public. Frank indicated that his preference is to have all of the SEP sites with the same accessibility either intranet or internet. **Please inform Debbie of your group's decision no later than March 28, 2008.**

FY 08 SEP Budget Update – Frank Baca

- Each SEP program will receive the same level funding as received last year to support training and program needs. The SEP Managers will be allowed to attend the Diversity Leadership Council's annual training conference on April 24, 2008. If the manager is unable to attend the alternate manager or council member will be allowed to attend in their place. Christine Lopez asked that a list of the training conferences be sent to her. This action has been completed by Karen Harger.

Levi Bowman, AIP

- The AIP Council is planning the American Indian Heritage Month Celebration which will take place the week of April 21st the same week of the Annual Gathering of Nations event.

- The American Indian Science and Engineering Society Science Fair will take place in March. AIP members will support the event by serving as science fair judges.
- A toy drive was held in December and all donations were provided to the clients of the Albuquerque Indian Center.
- In honor of National American Indian Month, AIP co-sponsored a successful fun run with the SC Wellness Center.

Sergio Herrera, HEP

- HEP sponsored two families during the holidays providing them with gift and food donations.
- Participated and recruited volunteers for science fairs at Tome and Comanche Elementary schools.
- Planning the Hispanic Heritage Month Celebration which will take place in September.
- Forming a partnership with the National Hispanic Cultural Center to create awareness of the Hispanic Culture.
- In support of goal two of the SEP DAC Operational Plan, working with Mike Perez, CPWD, to increase collaboration amongst the SEPs. A joint SEP meeting is planned for the spring.

Edna White, BEP

- Planning the Black History Month Celebration. Diane Kie Sanders will be the featured keynote speaker and back by popular demand is the Soul Food Tasting. The Celebration will take place February 26, 2008.
- Edna participated in the Blacks in Government Regional Meeting in Ontario, California.
- Welcome to Juan Williams as the Senior Diversity Champion for BEP who replaced Mark Baca. Edna noted that Mark was a “wonderful champion.”
- Additional tutors needed to support the Adopt A School Effort at Lowell Elementary School. **Proposal to reissue the recruitment letter to all SC complex employees.**

Patricia Cream, GLBTSAP

- Planning for the Gay Pride Month Celebration which will take place in June. Bill Resinick, author of “Dare to Laugh” will be the keynote speaker who will talk about the importance of humor in the workplace.
- The council is also sharing an information booth with Sandia Labs at the annual Pride Celebration which is held at Expo New Mexico.
- Collaboration between the GLBTSAP and the local Gap Company to support community outreach needs.

Chris Duran, APAP

- APAP is planning their annual Asian Pacific American Heritage Month Celebration.
- In an effort to increase council membership, APAP will ask its members who are willing to speak about their cultures and traditions at their monthly meetings.

Elizabeth Donnelly, OWP

- Debbie Armstrong from the State of New Mexico, Department of Aging will be the featured keynote speaker for the Older Worker's Program Celebration scheduled for July 17, 2008.
- Jackson Middle School Tutoring Program – volunteer participation is low trying to increase membership.

Mike Perez, CPWD

- Co-sponsored Disability Awareness Month with Sandia Laboratories in December with Jessica Long, Paralympic Athlete. ESPN the Magazine covered the event.

Tamra Mapalo, FWP

- Women's History Month Celebration will take place on March 18, 2008. Diane Darling will be the featured keynote speaker and her topic will be Networking for Success. Tentatively scheduled is the Dress for Success to take place on March 26, 2008.

Tena Chavez, OST

- 37 candidates are graduating from the Federal Agent Academy.
- Recruitment is ongoing for new agent applicants.

Frank Baca – FWP/BEP Proposal to Establish Toastmaster's Charter at SC

- The Service Center will support the establishment of a Toastmaster's Charter on-site. The cost of the charter fee will be paid by the Service Center. Meeting space will be authorized during the lunch hour. Annual dues will be the responsibility of each member.

Meeting Schedule for the remainder of the fiscal year. - Mark Your Calendars

May 8, 2008, Thursday, 9:30 a.m. - 11:00 a.m. - Bldg. 383, Room 315

August 7, 2008, Thursday, 9:30 a.m. - 11:00 a.m.- Bldg. 383, Room 315

Attachments:

Learning and Career Development Briefing/Christine Lopez

SEP SOP Template (White/Williams)

Recording Sheet Form (Cream/Duran)